

## **POLICE OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF WORK**

This class encompasses entry level positions in law enforcement with the police department, involving routine patrol and traffic duties in the protection and safe guarding of life and property. Employees of this class receive training in, and are responsible for the enforcement of state and municipal laws, regulations and ordinances. Employees usually work in company with another officer. Work involves making regular patrols, directing traffic and investigating accidents, crimes, or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class must use independent judgment when faced with emergency situations. Work is reviewed by superior officers through inspection, observation and reports.

### **EXAMPLES OF WORK**

(Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Patrols along and in company with another officer. Makes reports to headquarters by radio and telephone. Enforces motor vehicle laws, the State Criminal Code and parking ordinances. Renders informational aid and assistance to motorists and other citizens.

Checks model, make, and license numbers of passing vehicles to regain stolen cars and pick up wanted persons and violators. Investigates vehicles parked illegally, abandoned, or under suspicious circumstances. Checks meters and issues citations for illegal parking. Directs traffic to reduce and eliminate congested traffic conditions.

Investigates accidents. Keeps bystanders out of danger. Renders first aid. Questions witnesses and drivers. Investigates and prepares reports of conditions and causes of accidents. Supervises the removal of injured persons to hospitals and supervises the removal of debris to restore traffic.

Makes arrests and prefers charges. Investigates shoplifting complaints. Appears in court as a witness.

Aids in maintaining order in crowds and in public gatherings.

Attends classes of instruction, reads and studies assigned materials and prepares for standard performance of work and advancement.

Performs routine clerical work and prepares written reports.

Perform various related duties as assigned or required.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not be less than eighteen (18) years of age.

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